

# Soft Skill

## Module 1: Effective Communication

Task: Write professional emails based on any 5 of the following scenarios. Ensure clarity, conciseness, and a formal tone.

### 1. Reminder Email

**Subject:** Payment Reminder – Invoice #0001 Due on February 21, 2025

Dear sir,

I hope everything is fine this mail is to inform or remind you about pending payments of Invoice #0001, amounting to 50,000, which are due on February 21, 2025.

Please process the payment by the due date to avoid any late fees or service interruptions. Please find the invoice attached for your reference. If the payment has already been made, kindly disregard this email.

For any questions or concerns regarding the payment, feel free to reach out. We appreciate your prompt attention to this matter.

Best regards,  
Isha Parmar  
Billing Coordinator  
MX Finance  
+919090909090

## 2. Asking for a Raise in Salary

**Subject:** Request for Salary Adjustment Discussion

Respected sir,

Good Morning

I hope you're doing great. I would like to discuss my salary adjustment, considering my contributions and growth in my role as Digital Marketer at Cyber Phoenix.

Over the past 2 years, my responsibilities on SEO and Meta ads and I have contributed to the growth of the company we together achieved so many projects and successfully grabbed the best results. Given my performance and the value I bring to the team, I would appreciate the opportunity to discuss a salary adjustment.

I would be grateful for a meeting at your convenience to discuss this request further. Please let me know a suitable time for us to connect.

Thank you for your time and consideration. I look forward to your feedback.

Best regards,

Isha Parmar

Digital Marketer

### 3. Email to Your Boss About a Problem (Requesting Help)

**Subject:** Assistance Needed – Printer Not Working

Dear Boss,

Good Afternoon

I hope this email finds you well. recently in our office printer not working properly and, everyone facing this problem for 3 days.

I have attempted basic troubleshooting, such as restarting the printer and checking connections, but the issue persists. Could we arrange for IT support or maintenance to look into this as soon as possible?

Please let me know how you'd like to proceed. Thank you for your time and support.

Best regards,

Isha Parmar

## 4. Resignation Email

**Subject:** Resignation Notice

Respected sir,

This mail is to inform you regarding my resignation from my position as Digital Marketer at Cyber Phoenix. Effective February 28, 2025, will be the last day at the company.

This decision was not an easy one, but due to personal reasons, including my relocation to my hometown, I must step away from my role. I am truly grateful for the opportunities, guidance, and support I have received during my time at Cyber Phoenix. Working with you and the team has been a valuable experience, and I appreciate everything I have learned.

I will make sure to complete my tasks before I leave. Please let me know if there's anything else I can do to help during this time.

Thank you once again for your support and understanding. I hope to stay in touch, and I wish the company continued success.

Best regards,

Isha Parmar

## 5. Introduction Email to Client

**Subject:** Introduction – Isha Parmar, Your Digital Marketing Partner

Hello sir,

I hope you are doing well. My name is Isha Parmar, and I am a Digital Marketer. I wanted to take a moment to introduce myself and express my enthusiasm for working with you.

I specialize in helping businesses enhance their online presence, increase engagement, and drive results through effective digital marketing strategies. Whether it's SEO, social media, content marketing, or paid campaigns, my goal is to support your business growth.

I would love to learn more about your marketing needs and explore how we can collaborate for success. Please let me know a convenient time for a quick call or meeting. Looking forward to connecting!

Best regards,

Isha Parmar

+919090909090